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CHESTERFIELD COUNTY
P.O. Box 40
CHESTERFIELD, VIRGINIA 23832-0040
(804) 748-1211

LANE B. RAMSEY
COUNTY ADMINISTRATOR

September 02, 2003

Dear Applicant:

Chesterfield County's purpose in providing funding to community organizations seeking support is to provide new or enhanced services to Chesterfield County citizens, to promote growth and development within the region, and to identify opportunities for regional relationships that further common goals. The Board of Supervisors endeavors to allocate available resources to effectively and equitably meet the needs of the communities that rely on the county's support and to allow Chesterfield County to be a first choice community acknowledged for its extraordinary quality of life.

Eligible applicants are not-for-profit organizations to which the county can provide funding to enhance services beneficial to county residents statutorily or through execution of a community contract. The organization must provide a service or opportunity to the community and must be supported by effective management.

A review panel comprised of the Budget Director, County Administrator, Deputy County Administrators as appropriate, and the Senior Assistant County Attorney review applications and present recommendations to the Board of Supervisors in March of each year as part of the County Administrator's proposed budget. Organizations and the public have an opportunity to address the Board of Supervisors regarding the County Administrator's proposed budget at an advertised public hearing.

To ensure your application's consideration for the fiscal year beginning July 01, 2004, please submit your application to the Chesterfield County Office of Budget and Management, 9901 Lori Road, P.O. Box 40, Chesterfield, Virginia 23832, no later than 5:00 p.m. on Monday, November 17, 2003.

All applications received will be acknowledged in writing. A separate letter stating the recommended award amount, which may differ from the amount requested, will be sent by mail following presentation of the County Administrator's proposed budget to the Board of Supervisors. An award confirmation letter will be mailed following the Board of Supervisors' adoption of the Biennial Financial Plan of which the award is a part.

We recognize and appreciate your interest in serving the citizens of Chesterfield County. Questions regarding this matter should be addressed to the Budget and Management Office at 717-6559.

Sincerely,

Lane B. Ramsey
County Administrator



Chesterfield County
Community Agency Funding Application
for the fiscal year July 01, 2004 - June 30, 2005 (FY2005)

Organization Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Executive Director: _____ Telephone: _____

Financial Officer: _____ Telephone: _____

Agency contact: _____ Telephone: _____

FAX Number: _____ E-mail: _____

External Auditor: _____ Telephone: _____

Category of Service:

_____ Agency for the Homeless _____ Crisis Intervention _____ Education

_____ Economic Development _____ Arts & Cultural _____ Other (Describe)

Funded services will be provided _____ regionally _____ in Chesterfield County

Duration of Support: _____ one-time support _____ 2-3 years _____ ongoing

Number of Clients Served:

<u>Period</u>	<u>Total Clients Served</u>	<u>Chesterfield County Residents Served</u>
July 01, 2002- June 30, 2003	_____	_____
July 01, 2001-June 30, 2002	_____	_____
July 01, 2000-June 30, 2001	_____	_____

FY2005 Funding Request from Chesterfield County: \$ _____

Agency's Total Operating Budget: \$ _____

Chesterfield County, Virginia
Community Agency Funding Application, continued

If additional space is needed, please modify as necessary or retype the page to suit your needs. Please be sure to answer all questions. Additional copies of this document are available at www.co.chesterfield.va.us/BudgetandManagement/contrib.asp

Please define your organization's mission:

Please provide a description of the scope of services you offer or intend to offer the citizens of Chesterfield County.

Define your objectives, service targets, and action plan for this application's funding period (July 01, 2004 - June 30, 2005). Include current and new programs and initiatives, and target dates for new services.

Describe the methodology you use to calculate the amount of funds you require.

Please provide a detailed breakdown of how the funds requested from Chesterfield County will be used.

**Chesterfield County, Virginia
Community Agency Funding Application, continued**

If you received County funding in the past year, how were those funds used?

If your request for FY2005 is larger than your request for FY2004, please explain the reason for the requested increase.

What other matching funds are you requesting (e.g. other localities, private donations, state funds, etc.)?

What are the organization's three to five year goals and the structure you have in place to achieve them?

What will be the impact on your organization and on Chesterfield County citizens if funding is denied or is less than requested?

Chesterfield County, Virginia
Community Agency Funding Application, continued

Agency Operating Budget

Your own format may be inserted in lieu of this page.

**Chesterfield County, Virginia
Community Agency Funding Application**

Checklist

Please be sure to include the following in your application packet:

- ☐ Application form
- ☐ 501 (c) 3 or other designation as a not-for-profit organization as defined by Internal Revenue Code
- ☐ Articles of Incorporation
- ☐ By-laws
- ☐ Current Board of Directors
- ☐ Current Operating Budget
- ☐ If your request exceeds \$10,000, include a copy of audited financial statements for the most recent year available. The audit report must include an opinion on the effectiveness of your organization's system of internal controls and on compliance with your organization's by-laws and with applicable laws, rules, and regulations.